



Job Posting for Graduate Assistant-Calling and Career

DEPARTMENT: Center for Calling and Career

Responsible to: Director, Center for Calling and Career

- I) Summary of Responsibilities:** Provide support to the Director of the Center for Calling and Career (CCC) to help students discover, explore, follow and be equipped in their vocational callings and life pursuits.
- II) Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.) Training will be provided.

A. Calling and Career Graduate Assistant:

1. Assist with planning, implementing, promoting, and administering CCC programs and events.
2. Develop and evaluate resources for the office and on the CCC website; identify and create additional information to reach a diverse population.
3. Provide coaching to undergraduate students as appropriate around the following topics: Discovering their God-given calling, career and major exploration, resume and cover letter editing, interview preparation and other calling and career related topics.
4. Help students understand the internship and job search process, including how to use technology to assist them with their process.
5. Assist with administrative tasks including office coverage, answering phones, database upkeep, office communication, creating and distributing marketing material, assisting students, and other duties as needed.
6. Develop creative strategies to assist students in discovering their God-given calling as well as how to engage students in the calling conversation via social media.
7. Utilize different career assessments to help students grow in their own self-awareness and how that relates to their vocational callings.
8. Maintain online records of coaching appointments.
9. Follow up with students after an appointment via email, text, phone, or written note in order to develop strong trust and relationship between the office and students.
10. Perform all other duties as assigned by the Director of the CCC and/or VP of Student Development.

III) Qualifications:

A. Minimum:

1. Education/Certification: Bachelor's Degree, accepted and enrolled in Master of Arts in Higher Education or Master of Arts in Counseling
2. Experience: Developing, counseling, or advising students; planning and implementing programs
3. Skill/Abilities: Have a knowledge of calling, career and vocation matters or a strong desire to think strategically and in highly innovative ways about the calling and vocation conversation
4. Christian Commitment: Eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.
5. Applicants must be self-motivated and able to work both independently and in a team setting, available to be at CCC programs and events, possess a strong desire to be involved in the professional development, calling and career development and co-curricular life of the students (often through one-on-one interactions)
6. Must be able to work twenty hours per week on campus, Monday – Friday during normal business hours. Occasional evening and weekend hours may be needed.